

# FALFIELD PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 18<sup>th</sup> July at 7.30 pm at Falfield Village Hall

**Present:** Parish Councillors: Mrs M. O'Connor, Miss E. Jarvis, Mr K. Fryer and Mr A. Gregory.

**In attendance:** Ward Councillor: Cllr John O'Neill, Mr J. Carpenter (Clerk) and 1 member of the public.

Minute Ref	Contents	Action
762/17.0	<p><b>Apologies for Absence</b> Cllrs Hathway &amp; Stanley tendered their apologies for personal reasons. It was proposed by Cllr O'Connor, seconded by Cllr Gregory and <b>RESOLVED</b> unanimously to accept their apologies. <b>In the absence of Cllr Hathway the meeting was Chaired by Vice Chairman Cllr Jarvis.</b></p>	
763.17.0	<p><b>To approve the minutes of the meeting held on 20<sup>th</sup> June 2017.</b> It was proposed by Cllr Fryer, seconded by Cllr O'Connor and <b>RESOLVED</b> unanimously that the minutes be signed as a correct record.</p>	
764/17.0	<p><b>To Receive Declarations of Interest in Items on the Agenda &amp; Dispensation Requests.</b> None</p>	
765/17.0	<p><b>Local Police Report</b> The Clerk read out a short report which had been received from PC Sean White in which he reported a theft from a van at Eastwood Park and a suspicious car outside HMP Eastwood. He also reported a spate of thefts in the area of powers tools from vehicles.</p>	
766/17.0	<p><b>Public Forum</b> Nothing raised by members of the public.</p>	
767/17.0 767/17.1 767/17.2 767/17.3	<p><b>District Councillor's Report</b> Ward Cllr O'Neil confirmed that South Gloucestershire Council will operate under a cabinet governance system reverting back from the previous committee system. Still no information of the expected appeal by Cotswold Homes into South Gloucestershire Council's refusal for housing on Heneage Farm. Cllr O'Neill went on to inform Parish Councillors that, following a request from a parishioner requesting continuous cycle lane markings through the parish, he had been in discussion with SGC over this and had been advised that there were no plans to extend any cycle network to the north of the A38 at Grovesend. However he would continue to exert pressure on the Council to extend it through on to Falfield.</p>	
768/17.0 768/17.1	<p><b>Planning Matters</b> Applications decided:</p> <p><b>PERMIT - PT17/1243/F</b> - Sundays Hill Farm Sundayhill Lane Falfield Wotton Under Edge South Gloucestershire GL12 8DQ. Conversion of ancillary outbuildings to form 1no. self contained holiday let accommodation to include single storey front extension to form additional living accommodation and raised balcony area.</p> <p><b>PERMIT - PT17/1326/F</b> - Long Meadow Eastwood Park Falfield South Gloucestershire GL12 8DA. Erection of single storey detached extension to form summerhouse/domestic storage building.</p> <p><b>PERMIT - PT17/1805/F</b> - Yew Tree House Brinkmarsh Lane Falfield Wotton Under Edge South Gloucestershire GL12 8DT. Erection of two storey side and rear extension to provide additional living accommodation and erection of detached double.</p> <p><b>PERMIT PT17/1943/PNA.</b> Pound House Farm Old Gloucester Road Thornbury Bristol South Gloucestershire. Prior notification of the intention to erect an extension to existing agricultural building.</p>	

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768/17.2	<b>To Note Applications received since the publication of the agenda on 12<sup>th</sup> July 2017</b> <b>PT17/3259/PNH.</b> 11 Watermill Close, Falfield, Wotton under Edge, Gloucestershire GL12 8BW. The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.45m, for which the maximum height would be 3.9m, and for which the height of the eaves would be 2.3m.	
768/17.3	<b>To note Applications received since last meeting awaiting determination.</b> <b>PT17/1942/PNA.</b> Pound House Farm Old Gloucester Road Thornbury Bristol South Gloucestershire. Prior notification of the intention to erect an extension to existing agricultural building  Details of all applications waiting determination are recorded under Appendix 1.	
768/17.4	<b>Appeals</b> The Cornfields – currently waiting for a decision from the Planning Inspectorate.	
768/17.5	<b>Enforcement Notices.</b> <b>COM/17/0386/OD. The Cottage Moorslade Lane</b> This enforcement notice had now been removed.	
768/17.6	<b>COM/17/0536/OD Falfield Exchange –Works commencing despite planning refusal.</b> The Clerk had received an email from a parishioner which recorded a number of communications between the parishioner and South Gloucestershire Council in respect of ongoing work. This will be held on file for future reference.	
769/17.0	<b>Financial Matters</b>	
769/17.1	<b>To note receipts.</b> None	
769/17.2	<b>To approve the following payments</b> It was proposed by Cllr O'Connor and seconded by Cllr Gregory and <b>RESOLVED</b> unanimously to approve the following payments: Mr J Carpenter £307.54 - Clerk's salary (incl PAYE) for July 2017. Falfield Village Hall £45.00 – Village Hall rental between April and September 2017.	
769/17.3	<b>To Note the 2017/2018 Budget &amp; Payments/Receipts Statement.</b> The Budget & Payments and Receipts Statement which had been previously circulated to Cllrs before the meeting was noted and signed by Cllr Fryer.	
769/17.4	<b>Monetary Assets at 30<sup>th</sup> June 2017</b> The Clerk advised Cllrs that the NatWest current account contained £10,878.27 and the NS&I Savings £6,003.00.	
769/17.5	<b>Donation to the 5 Alive Magazine.</b> It was proposed by Cllr O'Connor and seconded by Cllr Fryer and <b>RESOLVED</b> unanimously that a donation of £75.00 be given to the Five Alive magazine.	Clerk
769/17.6	<b>To Discuss/Approve the Auditing arrangements for 2017/2018 financial year.</b> Following a paper previously circulated to Cllrs it was proposed by Cllr Fryer and seconded by Cllr O'Connor and <b>RESOLVED</b> unanimously that with the agreement of the Clerk the	Clerk

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769/17.7	<p>Council would join the Internal Audit Consortium operated by Avon Local Councils Association.</p> <p><b>Completion of 2016/2017 External Audit.</b></p> <p>The Clerk advised Cllrs that the he had received the external auditors report and certificate, and that the Notice of Conclusion of Audit would be displayed on the Parish notice board in due course.</p>	Clerk
770/17.0	<p><b>Transparency Report for Financial Year 2016/2017</b></p> <p>This report had been previously circulated to Cllrs, however the Clerk advised Cllrs that two small amendments had been made on page three which were as follows: the addition of the William Stephens Charity against Cllr Fryer and a note that the Parish Council are the Lessees of the Village Hall.</p> <p>With these additions it was proposed Cllr Fryer, seconded by Cllr O'Connor and <b>RESOLVED</b> unanimously that this report be accepted.</p>	
771/17.0 771/17.1 771/17.2 771/17.3	<p><b>To Note &amp; Approve the Asset Inspection Register Update and Asset Inspection Report Recommendations</b></p> <p>This report had been previously circulated to Cllrs. It was proposed by Cllr O'Connor, seconded by Cllr Fryer and <b>RESOLVED</b> unanimously that this report be accepted.</p> <p>The Clerk was instructed to contact Management Services at Leyhill to obtain costs for the work required on assets noted in the Inspection Report.</p> <p>Cllrs also agreed that consideration for a replacement notice board should be included on the September agenda.</p>	Clerk  Sept Meeting
772/17.0 772/17.1 772/17.2 772/17.3 772/17.4	<p><b>To Discuss/Approve the Revised Risk Management Review Document</b></p> <p>This report had been previously circulated to Cllrs. It was proposed by Cllr O'Connor, seconded by Cllr Gregory and <b>RESOLVED</b> unanimously that this report be accepted.</p> <p>On the recommendations from the review Cllrs agreed that the Clerk should purchase a shredder at a cost of no more than £70.00 for the destruction of confidential items</p> <p>Cllrs Gregory would look into options for backing up sensitive files form the Council's computer.</p> <p>The Clerk would also enquire with other local councils how they manage their sensitive data.</p>	Clerk  Cllr Gregory  Clerk
773/17.0  773/17.1  773/17.2 733/17.2.1 733/17.2.2 773/17.3 773.17.4	<p><b>Highways &amp; Footpaths</b></p> <p><b>Paving slabs adjacent to the Village Green</b></p> <p>Following the last meeting the Clerk wrote to StreetCare over this issue. Other than an acknowledgement to the Parish Council's letter nothing further could be reported.</p> <p><b>Issues raised with StreetCare since last Council meeting.</b></p> <p>Overgrown footpath between Green Farm and the County Boundary (722602) – This was still outstanding.</p> <p>Potholes in Moorslade Lane (722606) – now completed.</p> <p>Issue on untidy area to the rear of the Training Centre Eastwood Park - This had now been addressed.</p> <p>Kissing Gate failing to shut properly (located between the houses and Happy Autos - This issue is still ongoing.</p>	

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774/17.0 774/17.1	<p><b>Consultations</b>  <b>To Discuss and agree the Parish Council’s response to South Gloucestershire Council’s Additional Modifications (June 2017) to the Policies Sites &amp; Places Plan.</b></p> <p>Cllr Jarvis stated that in the response form the majority of questions to be answered were in the form of Yes/No and felt that the Council should not commit to saying just ‘Yes’ or ‘No’. Cllrs agreed to respond to the consultation using the following wording “We do not like the wording of the main modifications representation form. As a Parish Council we are not qualified to confirm whether the modifications proposed are legally compliant or sound – this is a decision for the Independent Inspector”</p>	Clerk
774/17.2	<p><b>Health and Wellbeing Strategy 2017 – 2021</b>            The consultation Period of 8<sup>th</sup> June to 21<sup>st</sup> Aug 2017 was duly noted by Cllrs.</p>	
774/17.3	<p><b>South Gloucestershire Council’s Supported Bus Services</b>            To Note Consultation Period 12<sup>th</sup> June to 3<sup>rd</sup> September 2017            The Clerk advised that this is an online survey</p>	
775/17.0 775/17.1	<p><b>To receive reports from Councillors &amp; Clerk</b>  <b>Community Engagement Forum</b>            Cllr Fryer stated that there was very little to report affecting Falfield. However he commented that a presentation/QA session on Neighbourhood Watch Schemes was interesting and that Cllrs might consider inviting Trevor Willmott (Avon &amp; Somerset NHW Administrator) to a future meeting.</p>	
775/17.2	<p><b>Falfield Village Hall Management Committee.</b>            See Cllr Stanley’s report under Appendix 2</p>	
775/17.3	<p><b>Town &amp; Parish Councils Forum</b>            See Clerks report under Appendix 3</p>	
776/17.0  776/17.1	<p><b>To discuss whether the purchase of a defibrillator would be an asset to the parish</b>            Cllrs felt that more information was required before they were in a position to make a judgement on whether this would be of benefit to parish. The Clerk was instructed to contact the Village Hall Committee to ask whether they had a records on instances of an ambulance or paramedic being called to the Village Hall.</p> <p>The Clerk also informed Cllrs that Tortworth School had installed a defibrillator for public use and that he would be attending an Awareness presentation at the School on 19<sup>th</sup> July and would report back to Cllrs at their next meeting.</p>	Clerk
777/17.0	<p><b>To Discuss a request from Seafarers UK to support Merchant Navy Day on 3<sup>rd</sup> Sept by flying the Red Ensign.</b>            After discussion Cllrs decided not to proceed with this request.</p>	
778/17.0	<p><b>To discuss and agree if the Parish Council wishes to become members of the West of England Rural Partnership.</b>            Membership to this body was currently free. It was proposed by Cllr O’Connor, seconded by Cllr Gregory and <b>RESOLVED</b> unanimously that the Parish Council take up membership.</p>	Clerk
779/17.0	<p><b>To discuss and agree that the suggestion put forward by ALCA to allow vacant South Gloucestershire County places to be taken up by other local Council representatives from the other UA areas to enable the organisation to function to its full capacity.</b>            It was proposed by Cllr Jarvis, seconded by Cllr Fryer and <b>RESOLVED</b> unanimously that they had no objection to this.</p>	Clerk

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780/17.0	<p><b>To Discuss and agree a timetable for the publishing of draft minutes on the village website.</b></p> <p>Cllrs were happy with the Clerk's proposal as follows:</p> <ul style="list-style-type: none"><li>• Clerk to prepare draft minutes following meeting – Maximum 7 days</li><li>• Chairman to check minutes for accuracy and return to Clerk within 3 days</li><li>• Draft minutes circulated to all Cllrs with any comments to be received by Clerk &amp; Chairman within 2 days.</li><li>• If required/agreed Clerk to amend draft minutes.</li><li>• Draft minutes to be published on Village website no later than 21 days following the meeting.</li></ul>	
781/17.0	<p><b>Correspondence</b></p> <p>In addition to correspondence noted on the agenda the following had since been received</p> <ul style="list-style-type: none"><li>• Invitation to a Site tour of Oldbury Power Station on 15<sup>th</sup> August at 1pm</li><li>• South Glos Council – Notification of Adult Mental Health Strategy 2017-2022 consultation running from 17<sup>th</sup> July 2017 until 6<sup>th</sup> October 2017.</li><li>• Four Town Vale Link – Poster offering transport to get individuals to and from the flu clinic.</li><li>• National Grid – Information on the movement of heavy load between Avonmouth and Iron Acton on 30<sup>th</sup> July. This movement would affect Falfield as it exits the southbound exit junction of the M5 for onward journey through Tortworth, Cromhall and Rangeworthy.</li></ul>	

**Date of Next Meeting: Tuesday 19<sup>th</sup> September at 7.30 pm**

**This concluded the business of the meeting, which closed at 9.30 pm**

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## Appendix 1. Status of planning applications.

19/10/16	DOC16/0364	Training And Conference Centre Eastwood Park Falfield South Gloucestershire GL12 8DA	Discharge of Condition 2 (Demolition) attached to planning permission PT12/3708/LB Demolition of the following structures located within the curtilage of the grade II listed Eastwood Park House: 10no. staff houses; decontamination labs and store buildings; lift labs; bungalow; air conditioning bl...
06/01/17	PT16/6941/F	The Pheasant Cottage Iron Hogg Lane Falfield South Gloucestershire GL12 8DU	Erection of 1no. dwelling with creation of new vehicular access and associated works.(Re submission of PT16/3581/F)
22/02/17	DOC/17/0067	Eastwood Park Ltd Training & Conference Centre, Eastwood Park, Falfield, GL12 8DA	Discharge of Condition 7 (Travel Plan) attached to Planning Application PT12/3710/10/F
16/06/17	PT17/1942/PNA	Pound House Farm Old Gloucester Road Thornbury Bristol South Gloucestershire	Prior notification of the intention to erect an extension to existing agricultural building
19/06/17	PT17/2644/F	Whitfield Garage Gloucester Road Whitfield Wotton Under Edge South Gloucestershire GL12 8DS	Conversion of workshops to dwelling <b>This application has been withdrawn subject to further information required by SGC</b>
11/07/17	PT17/3259/PNH	11 Watermill Close Falfield Wotton Under Edge South Gloucestershire GL12 8BW	The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.45m, for which the maximum height would be 3.9m, and for which the height of the eaves would be 2.3m

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## **Appendix 2**

### **VILLAGE HALL REPORT – Thursday 15<sup>th</sup> June'17**

#### **May Day Celebrations**

I thanked the Village Hall Committee, on behalf of the Parish Council, for their successful organising and running of this event and hoped it would be an annual occurrence. The WI commented the same and said that they had made a profit of £215 which they donated to the Village Hall.

#### **Village Hall**

The leakage from the new roof is still being investigated as to ascertain where it is stemming from and this is ongoing with the contractors.

After looking at fees at other halls surrounding Falfield, it was decided that the fees for booking the hall would remain unchanged for the present time.

Prices were going to be obtained for a replacement cooker as the one in situ is causing tripping.

There was discussion about cutting the hedge twice yearly.

#### **Future Events**

Jazz Afternoon - it was not possible to arrange this in time for this year but will be looked at for 2018.

Wine Tasting - This has been arranged for the evening of Saturday 28<sup>th</sup> October.

Carols around the Xmas Tree – As this was such a successful evening last year it was decided to arrange it again for this year and possible dates of Friday 8<sup>th</sup> or 15<sup>th</sup> December were discussed but a definite decision will be made at the next Village Hall meeting.

Quiz Evening – Contact is being made with this year's winners to arrange a date for a Saturday in January 2018.

#### **Date of next Meeting** – Thursday 12<sup>th</sup> October'17

## **Appendix 3**

### **Report on Town & Parish Councils Forum meeting held on Thursday 13<sup>th</sup> July at The Greenfield Centre, Winterbourne**

After the initial business of apologies and approving the minutes of the previous meeting the first item on the agenda was a briefing from ALCA regarding proposed changes to its constitution. This was given by Bob Symons the Chairman of ALCA and also a member of the T&PF and Chairman of Pucklechurch Parish Council. The current ALCA constitution requires equal representation on the ALCA County Committee from Local Councils in the West of England Unitary Authorities. This has been achievable in Bath & North East Somerset and North Somerset but, not in South Gloucestershire. For this reason a constitutional change has been suggested to allow the vacant South Gloucestershire County Committee places to be taken up by Local Councils representatives from the other UA areas, to enable the organisation to continue to function at full capacity. Currently South Gloucestershire is only represented by two members out of a maximum of four available. The consensus of the meeting was that councils required more information before commenting and Bob Symons agreed to supply this. Also during the discussion one councillor present offered to stand on

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the Committee. In his closing statement Bob reminded everyone that the AGM for ALCA South Gloucestershire UA would take place on Monday 11<sup>th</sup> September at 7pm in the Charter Suite, Chipping Sodbury with the main ALCA AGM taking place in October at Bradley Stoke. **Please note that this is item 18 on the agenda.**

This was followed by an update on the Town & Parishes Charter which had been in place for fifteen year and was currently being updated. It was in its final draft before being presented the South Gloucestershire Council in September for their approval followed by being signed off by the Town & Parishes Forum in October. (I have a copy of the draft Charter which is available on request)

An Open discussion then took place during which a number of issues were discussed including a request for the production of a directory of South Gloucestershire Council contacts (it was hoped that this could be included in the T&PCF Charter), community libraries, the proposed new 18A junction locations on the M4 and waste collections. One member stated that their village hall were now paying for their black bin as SGC considered their waste to be commercial.

Finally a presentation was given by Sally Pattison on Wildlife and Biodiversity across South Gloucestershire. She pointed out that a Biodiversity Action Plans (BAP's) had been completed for all parishes across South Gloucestershire and urged councils to refer to the BAP for their parish when commenting on a planning applications. She also pointed out that parish councils have a legal duty to have regard to conserving biodiversity while carrying out their activities (section 40 Natural Environment and Rural Communities (NERC) Act 2006). The BAP for Falfield can be found [here](#)

We were also due to receive and update on the Electoral Boundary review but this was postponed until the October meeting when more information would be available.

Finally Patrick Conway supplied a written update on the Policies Sites and Places which can be found below.

J. Carpenter  
Clerk, Falfield Parish Council  
14<sup>th</sup> July 2017



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## **The Policies Sites and Places – Update**

The Policies Sites and Places Plan (PSP plan) when adopted will form part of the Local Plan for South Gloucestershire. The PSP plan contains detailed planning policies to manage new development, allocate and safeguard sites. Once adopted it should be read alongside the Core Strategy (adopted 2013) and the Joint Waste Core Strategy (adopted 2011). Upon adoption, the PSP Plan will replace the remaining 'saved' policies of the 2006 Local Plan and 2002 Minerals and Waste Local Plan.

The PSP Plan is currently subject to an Examination in Public (EiP), following formal consultation undertaken in the summer of 2016. The EiP is being carried out by an independent Inspector, appointed by the Secretary of State, who held hearing sessions on 7, 8, 22 and 23 February 2017. Following the close of the hearing sessions a schedule of Main Modifications was prepared.

The main modifications are intended to address issues of legal compliance and/or soundness. Representations have been invited in respect of the effect of the modification(s) on the Plan's soundness or legal compliance. The consultation ends on the 24<sup>th</sup> July. This is not an opportunity to make comments on any other part of the PSP Plan.

A guidance note has been prepared to explain how to make representations and is available to view at the consultation website - [www.southglos.gov.uk/PSPmodifications](http://www.southglos.gov.uk/PSPmodifications).

Late representations cannot be taken into consideration by the Inspector or the Council.

In order to assist the understanding of the modifications, the Council has published a note setting out information regarding Local Green Space Designation, the allocation/safeguarding of sites, and the monitoring and implementation of the Plan, which is also available to view on the above website.

All representations received will be passed to the Inspector for her consideration in drafting her final report on whether the PSP Plan, with Modification is a 'sound' document and capable of adoption by South Gloucestershire Council.

The Council anticipates receiving the Inspector's Report and final Main Modifications in September and would look to adopt the PSP Plan in October 2017.

In addition to the Main Modifications, the Council has published a schedule of Additional Modifications - i.e. minor factual updates, grammatical or typographical corrections etc. The Council has also published consequential changes to the policies map. These Additional Modifications and Changes to the Policies Map are published for information only, and do not form part of the consultation.

SPP&SA Team  
27<sup>th</sup> June 2017

